

**CENTRAL NEW YORK REGIONAL MARKET AUTHORITY
NOMINATING & PERSONNEL COMMITTEE MEETING
Tuesday, June 6th, 2023
5:30 P.M.**

ORDER OF BUSINESS

- I. APPROVAL OF AGENDA**

- II. APPROVAL OF PRIOR MINUTES: 4/4/23**

- III. REVIEW JOB DESCRIPTION**

- IV. REVIEW JULY 2023 PROPOSED RATES OF PAY**

- V. COMMITTEE DISCUSSION**

- VI. NEXT MEETING**

- VII. ADJOURNMENT**

“The mission of the Authority is to provide facilities, programs, and services to promote opportunities for agriculture and commerce in Central New York.”

**CENTRAL NEW YORK REGIONAL MARKET AUTHORITY
NOMINATING COMMITTEE MEETING**

Tuesday, April 4, 2023

5:00PM

PRESENT: J. Berenguer, A. Emmi, M. Broccoli, L. Podsiedlik

ABSENT: T. Kerr

OTHER IN PERSON: A. Vitale, H. Poole

The meeting was called to order at 5:09PM by Committee Chair, M. Broccoli

APPROVAL OF AGENDA

Resolved: a motion was made by L. Podsiedlik and seconded by A. Emmi to approve the agenda. all in favor; no one opposed; no abstentions

APPROVAL OF PRIOR MINUTES

Resolved: a motion was made by J. Berenguer and seconded by A. Emmi to approve the prior minutes. all in favor; no one opposed; no abstentions.

OFFICERS NOMINATIONS DISCUSSION

M. Broccoli discussed the current slate of Committees and Officers for the Market and the new changes as follows;

Rules/Facilities: T. Bonoffski and J. Musumeci replacing J. Berenguer

Finance/Planning & Development: T. Bonoffski replacing L. Podsiedlik

Executive Committee: T. Bonoffski and L. Podsiedlik replacing C. Pratt and J.A.

Delaney

At Large: L. Podsiedlik

President: A. Emmi

1st Vice President: J. Berenguer

2nd Vice President: T. Bonoffski

FOIL Appeals Officer: A. Emmi

Correspondence for FOIL appeals contact: A. Emmi

The Board of Directors is still awaiting a replacement for Cortland County.

Resolved: a motion was made by L. Podsiedlik and seconded by J. Berenguer to accept the changes as presented. all in favor; no one opposed; no abstentions.

NEXT MEETING

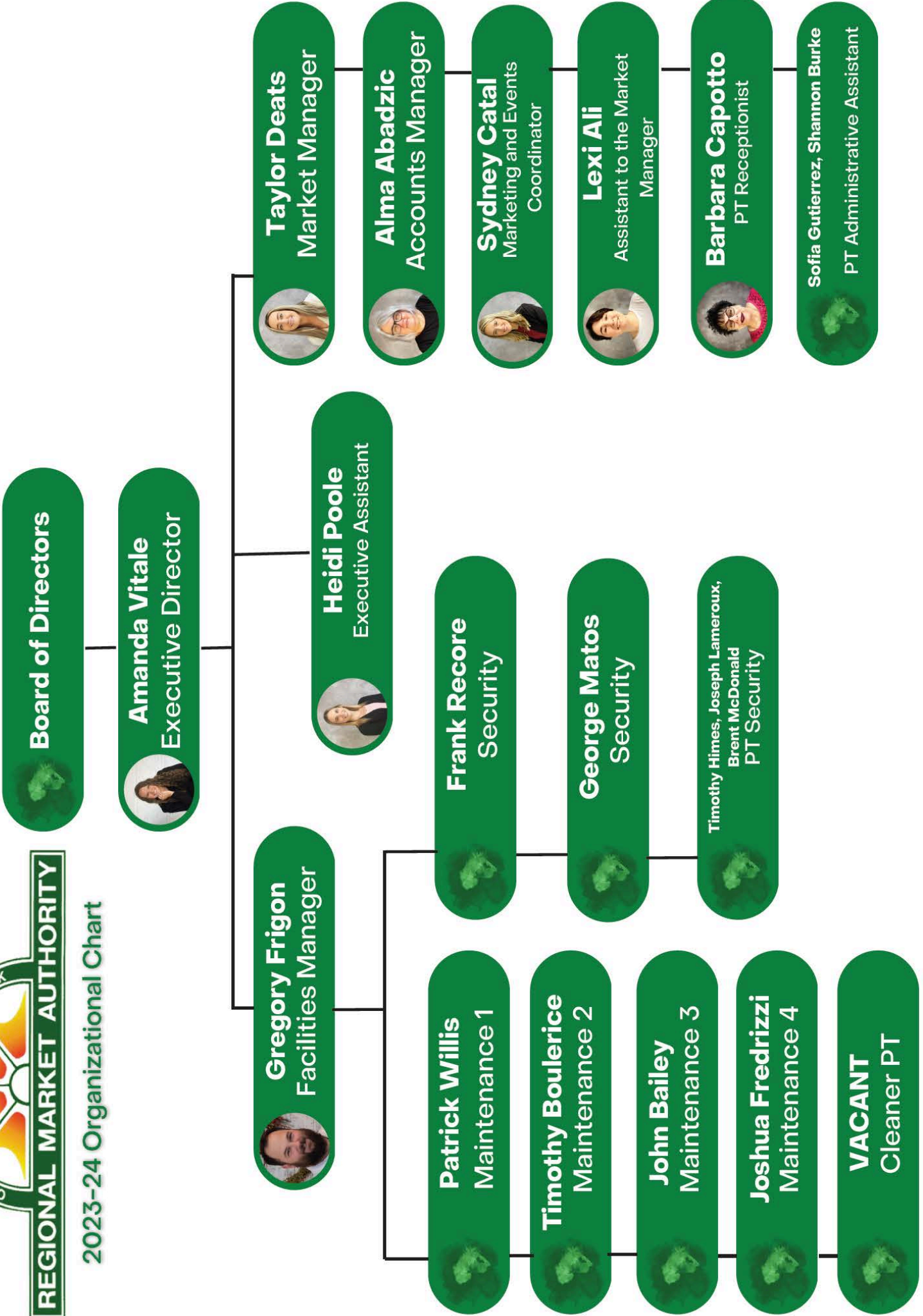
The next meeting of the Nominating Committee will be on Tuesday, June 6, 2023 at 5:30PM.

ADJOURNMENT

Resolved: a motion was made by L. Podsiedlik and seconded by J. Berenguer, to adjourn at 5:23PM. all in favor; no one opposed; no abstentions.



2023-24 Organizational Chart



Job Description

Job Title:	Market Facilities Manager	Prepared by:	Amanda Vitale
Department:	Maintenance	For:	CNYRMA Board of Directors
Reports To:	Executive Director	Date Prepared:	May 5th, 2021
FLSA Status:	Non-Exempt	Hours:	40 hours a week
Starting Pay:			

Basic Function

Responsible for maintaining the maintenance and security of the Authority's facilities and grounds.

Responsibilities

1. Maintain inventory of equipment and supplies necessary to perform duties of Maintenance staff.
2. Perform various maintenance tasks in coordination with the maintenance staff in an efficient, timely, and safe manner.
3. Operate and maintain equipment and tools for work to be performed.
4. Resolve problems and discrepancies with jobs and/or interact with the Market Manager to resolve tenant issues.
5. Recommend facility repairs and improvements to the Executive Director, along with contacting outside vendors to obtain estimates for repairs and/or improvements that exceed skills or manpower available within the Authority.
6. Oversee the scheduling, performance, and communication of security staff, and works in coordination with deputies and the security supervisor to coordinate coverage and resolve any issues that may arise.
7. Maintain work area in a neat, clean and sanitary manner.
8. Adhere to all Authority policies and procedures paying special attention to health and safety procedures.
9. Coordinates with the Market Manager to maintain all MSDS files.
10. Obtains the knowledge and records of the Authority's facilities as related to electrical, gas, water, sewer, and all other utilities.
11. Maintain an understanding of all Authority's systems to include but not limited to: HVAC, fire alarms, lighting and air quality (to name a few).
12. Work with the Market Manager to have an understanding of the retail market, so as to be a back-up that position in the absence of the Market Manager.
13. Perform such other related duties as may be assigned from time-to-time by the Executive Director.

Skills

Oral Communication Skills

Written Communication Skills

Reading Skills

Ability to stand for extended periods of time

Lifting up to 100 pounds

Physical Dexterity

Time Management

Ability to reach, bend, stoop, kneel and climb ladders

Education/Training

Degree: High School Diploma or Equivalent and NY State Drivers License required.

Experience

Prior maintenance experience helpful.

Job Description

Job Title:	Maintenance Worker I, II	Prepared by:	Amanda Vitale
Department:	Maintenance	For:	CNYRMA Board of Directors
Reports To:	Market Facilities Manager	Date Prepared:	May 5th, 2021
FLSA Status:	Non-Exempt	Hours:	40 hours a week
Starting Pay:			

Basic Function

Responsible for the cleanliness and maintenance of the facilities including building, grounds and fixtures.

Responsibilities

1. Maintain inventory of equipment and supplies necessary to perform duties of Maintenance staff.
2. Perform various maintenance work and/or repairs in an efficient, timely and coordinated manner.
3. Operate and maintain equipment and tools for work to be performed.
4. Resolve problems and discrepancies with jobs and/or interact with management and tenants to resolve issues.
5. Recommend facility repairs and improvements to the Market Manager, along with contacting outside vendors to obtain estimates for repairs and/or improvements that exceed skills or manpower available within the Authority.
6. Maintain work area in a neat, clean and sanitary manner.
7. Responsible for the return of tools, equipment and unused maintenance supplies to their proper location at the end of each day.
8. Adhere to all Authority policies and procedures paying special attention to health and safety procedures.
9. Perform such other related duties as maybe assigned from time-to-time by management.
10. Maintain buildings and grounds to insure a neat and clean presentation and sanitary environment.
11. Performs various cleaning and maintenance activities to include sweeping, mopping, washing surfaces and vacuum carpeted areas in the buildings.
12. Clean rest rooms including toilets, sinks, floors and walls and restocking rest room supplies as needed.
13. Clean snow and debris from outside areas as needed with equipment approved for your use.
14. Complete lawn care duties with equipment approved for your use.
15. Remove trash and dispose of it in designated areas.
16. Complete minor and routine painting, plumbing, carpentry and other related maintenance activities using hand tools.

17. Maintain tools and equipment in a clean, orderly and safe manner.
18. Adhere to all Authority policies and procedures giving special attention to health and safety issues.
19. Perform such other related duties as may be assigned from time-to-time by the Executive Director or Market Manager.

Skills

Oral Communication Skills	Lifting up to 100 pounds
Written Communication Skills	Physical Dexterity
Reading Skills	Time Management
Ability to stand for extended periods of time	Ability to reach, bend, stoop, kneel and climb ladders

Education/Training

Degree: High School Diploma or Equivalent and NY State Drivers License required.

Experience

Prior maintenance experience helpful.

Job Description

Job Title:	Maintenance III, IV	Prepared by:	Amanda Vitale
Department:	Maintenance	For:	CNYRMA Board of Directors
Reports To:	Market Facilities Manager	Date Prepared:	May 5th, 2021
FLSA Status:	Non-Exempt	Hours:	30-40 hours a week
Starting Pay:			

Basic Function

Responsible for the cleanliness and maintenance of the facilities including building, grounds and fixtures.

Responsibilities

1. Maintain buildings and grounds to insure a neat and clean presentation and sanitary environment.
2. Performs various cleaning and maintenance activities to include sweeping, mopping, washing surfaces and vacuum carpeted areas in the buildings.
3. Clean rest rooms including toilets, sinks, floors and walls and restocking rest room supplies as needed.
4. Clean snow and debris from outside areas as needed with equipment approved for your use.
5. Complete lawn care duties with equipment approved for your use.
6. Remove trash and dispose of it in designated areas.
7. Complete minor and routine painting, plumbing, carpentry and other related maintenance activities using hand tools.
8. Maintain tools and equipment in a clean, orderly and safe manner.
9. Adhere to all Authority policies and procedures giving special attention to health and safety issues.
10. Perform such other related duties as may be assigned from time-to-time by the Executive Director or Market Manager.

Skills

Oral Communication Skills	Lifting up to 100 pounds
Written Communication Skills	Physical Dexterity
Reading Skills	Time Management
Ability to stand for extended periods of time	
Ability to reach, bend, stoop, kneel and climb ladders	

Education/Training

Degree: High School Diploma or Equivalent helpful
NY State Drivers License helpful

Experience: Prior maintenance experience helpful.

Job Description

Job Title:	Seasonal Part Time Maintenance Position	Prepared by:	Amanda Vitale
Department:	Maintenance	For:	CNYRMA Board of Directors
Reports To:	Market Facilities Manager	Date Prepared:	May 5th, 2021
FLSA Status:	Non-Exempt	Hours:	20-30 hours a week
Starting Pay:			

Basic Function

Responsible for the cleanliness and maintenance of the facilities including building, grounds and fixtures.

Responsibilities

1. Maintain buildings and grounds to insure a neat and clean presentation and sanitary environment.
2. Perform various cleaning and maintenance activities to include sweeping, mopping, washing surfaces and vacuum carpeted areas in the buildings.
3. Clean rest rooms including toilets, sinks, floors and walls and restocking rest room supplies as needed.
4. Clean snow and debris from outside areas as needed with equipment approved for your use.
5. Remove trash and dispose of it in designated areas.
6. Maintain tools and equipment in a clean, orderly and safe manner.
7. Adhere to all Authority policies and procedures giving special attention to health and safety issues.
8. Perform such other related duties as may be assigned from time-to-time by the Maintenance Supervisor.

Skills

Oral Communication Skills	Lifting up to 100 pounds
Written Communication Skills	Physical Dexterity
Reading Skills	Time Management
Ability to stand for extended periods of time	
Ability to reach, bend, stoop, kneel and climb ladders	

Education/Training

Degree: High School Diploma or Equivalent helpful
NY State Drivers' License helpful

Experience: Prior maintenance experience helpful.

Job Description

Job Title:	Security Supervisor	Prepared by:	Amanda Vitale
Department:	Administration	For:	CNYRMA Board of Directors
Reports To:	Market Facilities Manager	Date Prepared:	May 5th, 2021
FLSA Status:	Non-Exempt	Hours:	40 hrs. a week
Starting Pay:			

Basic Function

To be responsible for overseeing the security of the Authority's grounds, for overseeing the schedule of the Authority's security guards, and for reporting issues and scheduling gaps to the Market Facilities Manager.

Responsibilities

1. Maintain a current schedule of security coverage for the Authority's facility.
2. Coordinate with the lead deputy, Market Facilities Manager, and Security Guards to create a complete and effective schedule to assure 24/7 security coverage of the facility.
3. Observe and report any safety and security issues to the Facilities Manager and/or to the Executive Director or local authorities when necessary.
4. Maintain up to date post orders, and review them regularly.
5. Follow and uphold the post orders in daily shifts and with other security guards.
6. Recommend changes to post orders to the Market Facilities Manager when appropriate.
7. Maintain up to date records of tenant and management contact information for the use of Security Guards when necessary.
8. Maintain an up to date record of delivery licenses, unpaid delivery fees, and companies who cannot deliver.
9. Facilitate and oversee the collection of truck delivery fees and unpaid delivery fees.
10. Turn away or alert management of any disqualified companies that try to deliver.
11. Perform such other related duties as may be assigned from time-to-time by the Market Facilities Manager.

Skills

Oral Communication Skills	Problem Solving
Interpersonal Skills	Planning
Computer Literacy	Professionalism

Education/Training

Degree: High School Diploma of Equivalent

Experience: Prior experience in security and management necessary.

Job Description

Job Title:	Security Guard	Prepared by:	Amanda Vitale
Department:	Administration	For:	CNYRMA Board of Directors
Reports To:	Market Facilities Manager	Date Prepared:	May 5th, 2021
FLSA Status:	Non-Exempt	Hours:	16-40 hrs. a week
Starting Pay:			

Basic Function

To be responsible for overseeing the security of the Authority's grounds, for overseeing the schedule of the Authority's security guards, and for reporting issues and scheduling gaps to the Market Facilities Manager.

Responsibilities

1. Observe and report any safety and security issues to the Facilities Manager and/or to the Executive Director or local authorities when necessary.
2. Maintain knowledge of up to date post orders, and review them regularly.
3. Follow and uphold the post orders in daily shifts.
4. Recommend changes to post orders to the Security Supervisor when appropriate.
5. Maintain knowledge of the up to date record of delivery licenses, unpaid delivery fees, and companies who cannot deliver.
6. Facilitate the collection of truck delivery fees and unpaid delivery fees.
7. Turn away or alert management of any disqualified companies that try to deliver.
8. Perform such other related duties as may be assigned from time-to-time by the Market Facilities Manager or Security Supervisor.

Skills

Oral Communication Skills	Problem Solving
Interpersonal Skills	Planning
Computer Literacy	Professionalism

Education/Training

Degree: High School Diploma of Equivalent

Experience: Prior experience in security necessary.

Job Description

Job Title:	Executive Assistant	Prepared by:	Amanda Vitale
Department:	Administration	For:	CNYRMA Board of Directors
Reports To:	Executive Director	Date Prepared:	May 5th, 2021
FLSA Status:	Non-Exempt	Hours:	40 hrs. a week
Starting Pay:			

Basic Function

To provide administrative support and assistance to the Executive Director.

Responsibilities

1. Provide administrative assistance to the Executive Director, such as writing and editing emails and proofreading correspondence and documents.
2. Assists the Executive Director in the production and editing of leases for the Authority.
3. Maintains correspondence with members of the Board of Directors, including organizing and arranging meetings, contacting Board Members with important information, and making arrangements for meetings.
4. Attends Board Meetings to take notes and complete minutes of each meeting.
5. Maintains appropriate records in a neat and organized manner for the Board of Directors while maintaining confidentiality.
6. Coordinates travel arrangements for management or for members of the Board of Directors when necessary.
7. Process and record EBT/Debit/Credit transactions.
8. Maintain and balance cash income and balance sheets in the administrative office for the Authority.
9. Assist in managing correspondence for the Executive Director including the ability to take accurate messages, direct telephone communication, and respond to all communication in a professional manner.
10. Assist and back-up other office personnel in their duties.
11. Maintain employee records and assist employees in acquiring employee benefits while maintaining confidentiality.
12. Assist in advertising, promotions and special events.
13. Assist in seeking special funding whenever available.
14. Perform such other related duties as may be assigned from time-to-time by the Executive Director.
15. Assist in the maintenance of and presence on the Authority's Social Media platforms.
16. Prepare and maintain an organized file on the computer of letters, memos and/or written correspondence for the Executive Director while maintaining confidentiality.

17. Assist the Executive Director with day to day operations and correspondence.
18. Prepare Maintain or oversee the maintenance of a detailed monthly calendar for the Executive Director.

Skills

Oral Communication Skills
Accrual Accounting
Problem Solving
Interpersonal Skills
Computer Literacy
Bank Reconciliations
Fixed Assets
Peachtree Accounting
Microsoft Excel

Budget Analysis
Written Communication Skills
Accounting Systems
Planning
General Ledger
Capital Justifications
Professionalism
Microsoft Word
Microsoft PowerPoint

Education/Training

Degree: Associates Degree

Experience: Prior experience in business and communication helpful.

Job Description

Job Title:	Market Manager	Prepared by:	Amanda Vitale
Department:	Administration	For:	CNYRMA Board of Directors
Reports To:	Executive Director	Date Prepared:	July 25th, 2022
FLSA Status:	Non-Exempt	Hours:	40 hrs. a week
Starting Pay:			

Basic Function

Responsible for the day to day operations of the Market.

Responsibilities

1. Directs the operation and functions of the Wholesale and Retail Markets.
2. Responsible for the assignment and licensing of stalls on the retail market.
3. Works with tenants and/or customers to resolve day-to-day issues and complaints.
4. Responsible for the enforcement of the Rules and Regulations of the Authority.
5. Oversees setup and breakdown of the Markets.
6. Participates in the planning and operations of special events.
7. Responsible for working with and maintaining FMNP records, conducting farm inspections, and maintaining the integrity of the program at the CNYRMA.
8. Responsible for conducting food shed inspections in coordination with the Facilities Manager.
9. Assists the Marketing and Special Events Coordinator with the maintenance of the CNYRMA website and social media platforms.
10. Prepare and maintain organized files on the computer of vendors, vendor files, vendor letters, memos, warnings, reports, and other necessary documents, all while maintaining confidentiality.
11. Assists with and oversees the maintenance of a detailed calendar of monthly events and scheduling.
12. Oversee the day to day functions of the administrative office, in coordination with the Executive Director.
13. Coordinate and keep constant communication with the Facilities Manager.
14. Assist and back-up other personnel in their duties to include the Facilities Manager and administrative when necessary.
15. Recommends to the Executive Director, changes in and to existing procedures, policies, rules and regulations of the Authority including a post-season evaluation report.
16. Perform such other related duties as may be assigned from time-to-time by the Executive Director.

Supervisory Responsibilities

1. Delegate duties to administrative staff, as well as supervise and provide instruction as needed.
2. Manage and coordinate administrative scheduling for submission to the Executive Director for approval.
3. Provide guidance and direction to staff to assist in their professional development to include facilitating cross training administrative employees.

Skills

Oral Communication Skills
Planning and Time Management
Customer Relations
Scheduling
Diplomacy
Computer Literacy
Ability to stand and walk for extended periods of time
Professionalism

Reading Skills
Written Communication Skills
Math Aptitude
Interpersonal Skills
Organization
Problem Solving
Conflict Resolution and Mediation

Education/Training

Degree: High School Diploma or Equivalent

Experience

Prior experience with Farmers' Markets and local food systems is helpful. Prior experience with accounts payable is helpful. Prior leadership and management experience is helpful.

Requirements

Weekends and early mornings required
On call cell phone use necessary
Evening meeting attendance necessary on as needed basis Evening and event hours necessary on as needed basis

Job Description

Job Title:	Accounts Manager	Prepared by:	Amanda Vitale
Department:	Administration	For:	CNYRMA Board of Directors
Reports To:	Market Manager	Date Prepared:	May 5th, 2021
FLSA Status:	Non-Exempt	Hours:	40 hours a week
Starting Pay:			

Basic Function

Responsible for providing oversight of the general accounting services to the Authority, along with personally being responsible for accounts receivable and employee payroll and benefits.

Responsibilities

1. Maintain accounting systems for the Authority by maintaining records of accounts and related materials, as well as day to day financial matters.
2. Develop and provide training necessary to office personnel for using these accounting systems.
3. Prepare various journal entries to maintain the Authority's records of accounts.
4. Coordinate with financial institutions along with reconciling all bank accounts and petty cash on a monthly basis.
5. Prepare all financial reports and statements as required by the Authority to comply with reporting requirements on computer.
6. Prepare and be responsible for accounts receivable, invoices, and statements to include utility charges.
7. Perform year-end closing and balancing procedures.
8. Perform and/or oversee all daily and monthly duties related to cash balance, general ledger, and monthly closing.
9. Assist and back-up other office personnel in their duties to include the Market Manager position for Wholesale and Retail Markets.
10. Assist in seeking special funding whenever available.
11. Perform such other related duties as may be assigned from time-to-time by the Market Manager or Executive Director.

Skills

Oral Communication Skills
Accrual Accounting
Problem Solving
Interpersonal Skills
Computer Literacy
Bank Reconciliations

Budget Analysis
Written Communication Skills
Accounting Systems
Planning
General Ledger
Capital Justifications

Fixed Assets
Sage Accounting
Microsoft Excel

Professionalism
Microsoft Word
Microsoft PowerPoint

Education/Training

Degree: Associates Degree

Experience: Prior experience in business and accounting management. Prior experience with general ledger, accounts payable, accounts receivable.

Job Description

Job Title:	Marketing and Special Events Coordinator	Prepared by:	Amanda Vitale
Department:	Administration	For:	CNYRMA BOD
Reports To:	Market Manager	Date Prepared:	July 25th, 2022
FLSA Status:	Non-Exempt	Hours:	40 hrs. a week
Starting Pay:			

Basic Function

To provide administrative and organizational support for the Authority's Administrative offices and for the Authority's Market Manager. And act as lead on social media, web presence, promotions, and special events.

Responsibilities

1. Coordinates with the Market Manger on the stall assignments, payments, and status of vendors on the Flea Market.
2. Assists in the maintenance of the Authority's electronic filing system, and the electronic communication for the Authority, as well as preparing and proofreading memos, reports and correspondence while maintaining confidentiality when required.
3. Responsible to maintaining and delegating the creation of social media calendar, content creation, editing, and execution of all social media campaigns and posts.
4. Oversees and coordinates the Authority's website and all other online platforms, in coordination with the Market Manager and Executive Director.
5. Oversees creation, posting, and distribution of monthly newsletters and weekly e-blasts.
6. Maintain statistical analysis of social media performance, as well as vendor and customer feedback.
7. Oversight of all other promotions and media, in coordination with the Market Manager and Executive Director.
8. Oversees and coordinates the Marketing for the Authority, to include working with the Executive Director to plan and execute paid marketing, in accordance with applicable expense accounts.
9. Oversees planning, management, and coordination of the Authority's special events.
10. Oversees advertising, and promoting special events.
11. Responsible for maintaining a monthly schedule of events.
12. Assist the Market Manager in working with tenants and/or customers to resolve day-to-day issues and complaints.
13. Assist the Market Manager in the enforcement of the Rules and Regulations of the Authority.
14. Assists the Market Manager with telephone and email correspondence and follow up when necessary.
15. Process and record EBT/Debit/Credit transactions.

16. Maintain and balance cash income and balance sheets in the administrative office for the Authority.
17. Responsible to be able to back up the tasks of the Market Manager in his/her absence.
18. Performs such other related duties as may be assigned from time to time by the Market Manager.

Skills

Oral Communication Skills
Written Communication Skills
Reading Skills
Time Management
Organization
Math Skills
Professionalism

Planning
Customer Relations
Diplomacy
Math Aptitude
Problem Solving Skills
Ability to stand and walk for long stretches
Computer Skills

Education/Training

Degree: High School Diploma or Equivalent

Experience

Experience handling cash, bondable.

Job Description

Job Title:	Assistant to the Market Manager	Prepared by:	Amanda Vitale
Department:	Administration	For:	CNYRMA Board of Directors
Reports To:	Market Manager	Date Prepared:	July 25th, 2022
FLSA Status:	Non-Exempt	Hours:	40 hrs. a week
Starting Pay:			

Basic Function

To provide administrative and organizational support for the Authority's Administrative offices and for the Authority's Market Manager.

Responsibilities

1. Coordinates with the Market Manager for the preparation, placement, and signing of all licenses on the Retail Market.
2. Oversees all vendor onboarding in coordination with the Market Manager.
3. Oversees and maintains the Authority's files, including but not limited to: permits, licenses, insurance, Tax I.Ds, and FMNP applications, along with preparing all required reports.
4. Coordinates with the Market Manager in reviewing executed license for the Authority's retail market.
5. Maintains the Authority's electronic filing system, and the electronic communication for the Authority.
6. Compose, prepare and proofread correspondence, office memos and reports on computer and maintain confidentiality when required.
7. Assist the Market Manager in working with tenants and/or customers to resolve day-to-day issues and complaints.
8. Assists the Market Manager in the enforcement of the Rules and Regulations of the Authority.
9. Process and record EBT/Debit/Credit transactions.
10. Maintain and balance cash income and balance sheets in the administrative office for the Authority.
11. Coordinates with the Market Manager on stall assignments, payments, and status of vendors.
12. Assists the Marketing and Special Events Coordinator with social media presence and engagement as needed.
13. Assists the Marketing and Special Events Coordinator with special events as needed.
14. Assist and back-up other office personnel in their duties to include the Market Manager position for Wholesale and Retail Markets.
15. Perform such other related duties as may be assigned from time-to-time by the Market Manager.
16. Prepare and maintain an organized file on the computer of vendor letters, memos and/or written warnings maintaining confidentiality.

17. Assist the Market Manager with day to day operations and with maintaining the monthly calendar of employee hours and scheduling.

18. Performs such other related duties as may be assigned from time to time by the Market Manager.

Skills

Oral Communication Skills
Accrual Accounting
Problem Solving
Interpersonal Skills
Computer Literacy
Bank Reconciliations
Fixed Assets
Peachtree Accounting
Microsoft Excel

Budget Analysis
Written Communication Skills
Accounting Systems
Planning
General Ledger
Capital Justifications
Professionalism
Microsoft Word
Microsoft PowerPoint

Education/Training

Degree: Associates Degree

Experience: Prior experience in business and accounting.

Job Description

Job Title:	Administrative Assistant/Receptionist I/II	Prepared by:	Amanda Vitale
Department:	Administration	For:	CNYRMA Board of Directors
Reports To:	Market Manager	Date Prepared:	May 5th, 2021
FLSA Status:	Non-Exempt	Hours:	16 -40 hrs. a week
Starting Pay:			

Basic Function

To perform secretarial duties and to provide administrative and organizational support for the Authority's Administrative office.

Responsibilities

1. Answer multi-line telephone system, take accurate messages and screen and direct telephone calls for management in a professional manner.
2. Process incoming and outgoing mail on a daily basis.
3. Compose, prepare and proofread correspondence, office memos and reports on computer and maintain confidentiality when required.
4. Create and maintain proper response letters on computer for various incoming correspondence.
5. Maintain files in an organized and accessible manner to include updating information, purging files on a regular basis and creating new filing systems as needed.
6. Provide administrative support for special projects to include research, compiling data and preparation of summary reports based on results.
7. Prepare daily reports for accounts receivable along with the daily deposits.
8. Maintain an organized office calendar and schedule meetings and appointments as needed.
9. Verify and calculate payroll.
10. Inventory and order office supplies and equipment as directed.
11. Operate standard office equipment efficiently to include: multi-line telephone, computer with printer, photocopy machine, facsimile machine, and calculator.
12. Prepare tax and insurance reports as required with supervision.
13. Maintain knowledge in accounts receivable and accounts payable to be able to be the backup for those duties.
14. Process and record EBT/Debit/Credit transactions.
15. Perform such other related duties as may be assigned time-to-time by management.

Skills

Interpersonal Skills

Written Communication Skills

Filing

Customer Relations

Keyboard Skills

Planning

Computer with Microsoft Word

Oral Communication Skills

Organization

Reading Skills

Professionalism

Math Aptitude

Time Management

Education/Training

Degree: High School Diploma or Equivalent

Experience Prior secretarial experience required.

July 2023 Proposed Increases - Employees

	Job Title	7/4/2023 Proposed Increase	Percent of Increase	Rate of Increase	Years of Service	2023-24 Budget Expense Payroll (Excluding OT)	2023-24 Budget Expense Health and Life	2023-24 Budget Expense Dental	Annual Expense to the Authority	NOTES
Amanda Vitale	Executive Director	106,000.0			8.5	\$106,000.00	\$29,721.72	\$862.80	\$136,584.52	
Taylor Deats	Market Manager	\$31.50	6.35%	\$2.00	2	\$63,360.00	\$109.80	\$862.80	\$64,332.60	
Alma Abadzic	Accounts Manager	\$27.50	6.36%	\$1.75	7	\$55,320.00	\$29,465.52	\$862.80	\$85,648.32	
Sydney Catal	Marketing and Special Events Coordinator	\$23.00	6.52%	\$1.50	3	\$46,320.00	\$29,465.52	\$862.80	\$76,648.32	
Heidi Poole	Executive Assistant	\$23.00	6.52%	\$1.50	2	\$46,320.00	\$18,197.64	\$862.80	\$65,380.44	
Lexi Ali	Assistant to the Market Manager	\$21.00	16.67%	\$3.50	1	\$46,320.00	\$109.80	\$322.68	\$46,752.48	*Current pay rate was based on PT Administrative Assistant Role. Increase is based on her performance in the role as Assistant to the Market Manager.
Barbara Cappotto	Receptionist	\$23.00	6.52%	\$1.50	24	\$23,160.00	\$0.00	\$0.00	\$23,160.00	
Shannon Burke	PT Administrative Assistant	\$21.00	7.14%	\$1.50	3	\$16,992.00	\$0.00	\$0.00	\$16,992.00	
Brynn Fischer	Seasonal PT Administration Assistant	\$21.00	7.14%	\$1.50	1.5	\$4,224.00	\$0.00	\$0.00	\$4,224.00	
Sofia Gutierrez	PT Administrative Assistant	\$21.00	7.14%	\$1.50	2	\$16,992.00	\$0.00	\$0.00	\$16,992.00	
Greg Frigon	Facilities Manager	\$37.50	6.67%	\$2.50	9	\$75,600.00	\$109.80	\$322.68	\$76,032.48	
Patrick Willis	Maintenance 1	\$24.00	8.33%	\$2.00	1	\$48,960.00	\$10,623.48	\$322.68	\$59,906.16	
Timothy Boulterice	Maintenance 2	\$24.00	8.33%	\$2.00	4	\$48,960.00	\$10,623.48	\$322.68	\$59,906.16	
John Bailey	Maintenance 3	\$17.50	8.57%	\$1.50	5	\$35,760.00	\$109.80	\$322.68	\$36,192.48	
Joshua Fedrizzi	Maintenance 4	\$17.50	8.57%	\$1.50	<1	\$35,760.00	\$21,137.04	\$862.80	\$57,759.84	
Frank Recore	Security	\$26.00	3.85%	\$1.00	35	\$51,360.00	\$21,137.04	\$322.68	\$72,819.72	
George Matos	Security	\$20.50	4.88%	\$1.00	5 (with 10+ w/ prior security)	\$40,800.00	\$54.96	\$0.00	\$40,854.96	
Tim Himes	PT Security	\$28.00	5.36%	\$1.50	3 (with close to 20 years as	\$33,552.00	\$0.00	\$0.00	\$33,552.00	
Joseph Lameroux	PT Security	\$25.00	6.00%	\$1.50	1 (with close to 20 years as	\$25,080.00	\$0.00	\$0.00	\$25,080.00	
Brent McDonald	PT Security	\$25.00	6.00%	\$1.50	1 (with close to 10 years as	\$25,080.00	\$0.00	\$0.00	\$25,080.00	
TOTALS						\$845,920.00	\$170,865.60	\$7,112.88	\$1,023,898.48	
BUDGET						\$915,000.00	\$215,000.00	\$9,000.00	\$1,139,008.01	
REMAINING						\$69,080.00	\$44,134.40	\$1,887.12	\$115,109.53	

July 2023 Proposed Increases - 10-99 Security

	Job Title	Current - Regular	Current - Special	7/4/2023 Proposed Rate - Regular	Percent Increase	7/4/2023 Proposed Rate - Special	Percent Increase	Years of Service to CNYRMA
Jeff Neal	10-99 Head of	\$40.20	\$48.24	\$41.41	3.00%	\$49.69	3.00%	19 years
Joseph Bill	10-99 Security	\$34.20	\$41.04	\$35.23	3.00%	\$42.27	3.00%	11 years
Dan Butler	10-99 Security	\$34.20	\$41.04	\$35.23	3.00%	\$42.27	3.00%	9 years
Patrick Miles	10-99 Security	\$34.20	\$41.04	\$35.23	3.00%	\$42.27	3.00%	6 years
Alexander Webb	10-99 Security	\$32.78	\$39.33	\$33.76	3.00%	\$40.51	3.00%	2 years or less
Jordan Barber	10-99 Security	\$32.78	\$39.33	\$33.76	3.00%	\$40.51	3.00%	2 years or less
Alexander Boyland	10-99 Security	\$32.78	\$39.33	\$33.76	3.00%	\$40.51	3.00%	2 years or less
Kaleigh Churchill	10-99 Security	\$32.78	\$39.33	\$33.76	3.00%	\$40.51	3.00%	2 years or less
Khaliyah Flournory	10-99 Security	\$32.78	\$39.33	\$33.76	3.00%	\$40.51	3.00%	2 years or less
Robert Renaud	10-99 Security	\$32.78	\$39.33	\$33.76	3.00%	\$40.51	3.00%	2 years or less
New Hire Rate				\$33.27	1.50%	\$39.92	1.50%	
AVERAGE RATE				\$34.81		\$41.77		
ESTIMATED EXPENSE COVERED BY PT SECURITY	\$186,809.77			\$108,614.60		\$78,195.17		
BUDGET REMAINING	\$50,000.00							
	\$140,000.00							
	\$3,190.23							
	Weekday Hours	260	Days	Weekend Hours	104	Days		
		12	Hours Per Day		18	Hours Per Day		
		3120	Hours to be Covered		1872	Hours to be Covered		
		\$108,614.60	Cost		\$78,195.17	Cost		

*This past year, 4 deputies who were being paid at the \$34.20 and \$41.04 have also left the Market. This shifts the majority of the coverage hours to deputies paid at the lower, entrance level rates of pay.

*The Part Time Security workers that are Authority Employees have also been hired to fill a portion of these coverage hours. This shifts a minimum of \$50,000.00 of the funds allocated for Security Expense to a Payroll Expense. This is accommodated for in the estimated expenses as presented, and fits in the budget with no adjustments necessary.

*These reasons justify why the Security Expense Account Budget was reduced from the 2022-23 FY to the 2023-24 FY.